



POLICY

SO15

Out of Classroom Field Trips and Excursions

Board Received: April 27, 2020 Review Date: May 2024

Policy Statement

The Grand Erie District School Board believes that out of classroom field trips and excursions offer educational value that serve to enhance the curriculum and provide opportunities for student social and cognitive development.

Accountability

1. Frequency of Reports - Semi-annual for Category III Trips
2. Criteria for Success - Trips are relevant, out-of-classroom educational opportunities related to the curricular or extra-curricular program
 - Adherence to proper supervision requirements

General Procedures for All Trips

1. Only school sanctioned trips will be approved. Any activity or travel tour which is not approved as part of the school program, shall not be promoted or organized during school hours or in association with the school or the board.
2. When planning for Field Trips and Excursions, accessibility for all students shall be considered to ensure equitable participation regardless of race, religion, socio-economic status, gender, sexual orientation or physical ability.
3. It is the responsibility of all participants to adhere to the Board Code of Conduct at all times during a field trip or excursion.
4. It is the responsibility of the teacher supervising the field trip and excursion that they understand and be familiar with the risks of the activity.
5. Written approval must be obtained for all students to participate in any trip which takes students beyond the school property. Parents/Guardians must be informed in writing as soon as possible regarding out of classroom field trips and excursions.
6. Information on planning field trips and excursions including trip is included in the Out of Classroom Field Trips and Excursions Manual which is available on the website.

Specific Requirements for Trips by Category:

Category I	Approval	Insurance	Timeline
Day Trips, In-province, departing and returning on the same day and not involving activities of increased inherent risk (All trips must occur between the first and last day of school)	Principal	Recommended	Two weeks prior to trip
Category II	Approval	Insurance	Timeline
Activities involving increased elements of inherent risk (All trips must occur between the first and last day of school)	Principal, and Superintendent of Education	In Province – Recommended	Four weeks prior to trip
All trips up to and including five (5) days within Canada		Out of Province – Mandatory	Four weeks prior to trip
Swimming Activities including but not limited to: Public Pools, Lazy River, Camp/Campsites, Open Water			One month prior to trip
Canoeing and Kayaking			One month prior to trip
All skating trips			One month prior to Trip
Skiing, Snowboarding, Tubing Trips at participating Ontario Snow Resorts Association (OSRA) facilities			One month prior to Trip
Category III	Approval	Insurance	Timeline
All one-day trips to USA (All trips must occur between the first and last day of school)	Principal, Superintendent of Education and the Director of Education	Mandatory	One month prior to trip
All trips over five (5) days within Canada			Three months prior to trip
All overnight trips outside of Canada			Six months prior to trip
All trips involving air and/or marine travel			Six months prior to trip

Related Resources:

SO126 Volunteers

SO12 Code of Conduct

SO28 Concussions